



## Job Announcement

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<b>Opening Date:</b>	August 7, 2014	<b>Closing Date:</b>	August 14, 2014
<b>Job Title:</b>	Recordation Clerk II	<b>Position Type:</b>	Regular Part Time (50%)
<b>PIN:</b>	059711B	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	Circuit Court for St. Mary's County Leonardtown, Maryland	<b>Grade/Entry Salary:</b>	J06 \$15,078 - \$17,866 (Depending on Qualifications)

**Financial Disclosure:** No

### Regular State employees subject to promotion/demotion policy

**Essential Functions:** Works in all areas of the Land Records Department. Receives and reviews land instruments for their recordability. Figures and collects appropriate fees relating to each document; numbers, scans, indexes and verifies each document. Receives, reviews, records, indexes and verifies other documents such as plats, homeowner records, etc. Issues marriage licenses and business licenses. Issues notary commissions and administer oaths when appropriate. Assists the public with research, questions or other needs.

**Education:** High School Diploma or GED.

**Experience:** One year of land records related experience.

**Preferred:** Cash handling experience. Strong mathematical skills.

**Skills/Abilities:** Ability to communicate in a patient, tactful manner and to effectively convey directions, instructions, and information to attorneys, court staff and the public. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages. Ability to determine and calculate appropriate fees and taxes. Ability to learn and apply all job related policies, procedures, rules, regulations and laws. Ability to interpret documents and procedure manuals. Ability to operate a 10 key calculator/keypad. Ability to operate a personal computer and type 35 wpm net with no more than 5 errors or 5,000 kph net with no more than 10 errors, as demonstrated by successful completion of a typing and alphanumeric data entry test not to exceed 5 minutes. Ability to perform all essential functions of this position.

**Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.**

Joan Williams, Clerk of the Court  
Circuit Court for St. Mary's County  
P.O. Box 676  
Leonardtown, MD 20650

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.**